

CONSULTANCY POLICY MANUAL

**Central University of South Bihar
Patna**

Contents

Sl. No.	Section	Page No.
1	Introduction	1
2	Definitions	1
3	Scope of the Policy	1-2
4	Assignment of consultant	2
5	Permitted level of consultancy	2-3
6	Approval of consultancy Activity	3
7.	Distribution of the University Overhead	3-4
8.	Limitation of total Remuneration From Consultancy/ Testing Works	4-5
9.	Budgetary Norms For Consultancy Projects	5-6
10.	Budgetary Norms For Testing Jobs	6

1. Introduction

The university recognises the value of its staff undertaking consultancy for outside bodies. This work is an important channel through which knowledge and expertise can flow to and from business and other external agencies and therefore contributes to the development of growing and productive relationships with these bodies. Consultancy activity within the Central University of South Bihar (CUSB) is often associated with other contractual relationships, including research, service contracts and in some cases the provision of funds to provide studentships. It is therefore the University's policy to encourage staff to engage in consultancy wherever appropriate and in a manner that is consistent with their contractual responsibilities. This policy is intended to provide the information required to undertake consultancy work in accordance with the University's approved procedures.

2. Definitions

2.1 CUSB means Central University Of South Bihar

2.2 Department means all the academic department, schools, centres, Programmes at the University.

2.3 VC means Vice chancellor, CUSB, Patna

2.4 DRC/CRC means Department Research Committee and Centre Research Committee respectively.

2.5 Type I Consultancy Project means a Consultancy Project without the use of laboratory facilities

2.6 Type II Testing Project means a project involving use of laboratory facilities of the University or repetitive jobs needing marginal intellectual input. Such projects will cover testing of material/equipment in laboratory, wherein only the testing results are to be communicated.

2.7 Principal Investigator (PI) means a member of the faculty/scientist of CUSB with necessary expertise and competence to conduct a consultancy work; PI is responsible for the deliverables to the client. PI shall decide involvement of other investigators and distribution of consultation fees.

2.8 Co-Investigator(CI) means a person from amongst the faculty/scientist (including Emeritus) co-opted by the Principal Investigator to work jointly with him/her on the project.

3. Scope of the policy

The University uses a broad definition of what constitutes consultancy. It is formulated for following goals:

- I. Consultancy is work of a professional nature, undertaken by University faculty/staff in their field of expertise, for clients outside the institution, for which some financial return is provided.
- II. Unlike research, it does not have as a prime purpose the generation of new knowledge.
- III. Consultancy will produce some form of contracted output which may be partly or wholly owned by the client.
- IV. The University normally does not have freedom of publication over the result of consultancy.
- V. It tends to be governed by short term contracts, make minimal use of University resources and involves extra work for existing faculty/staff rather than the employment of new staff.
- VI. Consultancy for companies owned by the University or in which a member of staff may have an interest are also included within the scope of this document. Staffs are advised to ensure that they comply with the University's Conflicts of Interest Policy when undertaking any work for such companies.

3.1 Consultancy not covers and excluded from

This policy does not apply for following activities;

- (a) Fee received from recognized Universities and Research Institutions, statutory bodies, Autonomous Bodies of public Sector Undertakings wholly or substantially owned or controlled of funded/ subsidized by Government for evaluation, selection, lectures and committee work.
- (b) Amount received as award/ prizes in recognition of academic achievement.

- (c) Income /honorarium/ royalty from writing books, papers, articles and delivering occasional lectures on literacy, cultural, artistic, technological and scientific subjects.
- (d) Income from participation in External examiner duties, sports, games, athletics.
- (e) Service on public sector or charitable committees.

4. Assignment of Consultant

Depending upon the receipt of the project, the projects can be categorized into three:

- a. Individual: In this case the project is received in the name of an individual or individuals. DRC/CRC will approve one person as PI. The PI shall have overall responsibility of the project.
- b. Department: In this case the project comes to the Department. The Head of the respective Departments shall assign a PI for the Project in consultation with DRC/CRC.
- c. University: In this case the project comes to the University and VC shall assign PI for the project.

5. Permitted level of consultancy

University employees are permitted to undertake up to 30 working days consultancy activity per academic year with the approval of competent authority. As per CUSB leave rules Leave for consultancy work will be considered as duty leave. In special circumstances, University employees may undertake further consultancy work up to 10 more days but this must be discussed and approved by competent authority under the Extraordinary leave(EL). In addition leave Solicited on consultancy project shall not disturb normal teaching and other duties of the University.

6. Approval of consultancy Activity

- i. Consultancy projects will be accepted only after approval of DRC/CRC, However University may examine the request made by the faculty/staff after the approval of DRC/CRC for accepting a consultative or similar assignment by keeping in mind that the proposed assignment would be in the interest of the

University in the short as well as long term and will not adversely affect the teacher's /staff's work' at University level.

- ii. All payments shall be received in the name of 'The Registrar, CUSB, Payable at Patna or Gaya.'
 1. Report(s) and data collected / originated out of consultancy project are the joint Intellectual Property of the University and the investigators. If the client needs a different agreement, such agreement shall be entered into with the prior approval of DRC/CRC.
 2. The responsibility of the successful completion of the project, maintenance of standard Operating Procedures (SOP) and ethical standards lies with the PI.
 3. The Investigator(s) may engage CUSB students (who may or may not be getting fellowship) as student Assistants with the approval of DRC/CRC for consultancy and testing work on payment of Rs.100/- per hour subject to a maximum of 50 hours per month. The expenditure on this account can be booked under manpower charges/contingency.

7. Distribution of consultancy Funds

7.1 Individual Consultancy Projects or Type-I Projects

The norms for calculation of various percentages for distribution of the total money received from client for consultancy work without use of Laboratory facilities (excluding service tax in every case) will be as follows:

7.1.1 Consultancy work without use of laboratory facilities (Type -I)

Total money received from client = A

Service Tax = B

Total Contracted amount C = A – B

Amount of CUSB Overhead D = 0.3 X C

Remaining Amount F = C – D

Amount F shall be distributed to PI and other Investigators on the recommendation of PI.

7.1.2 Testing Projects involving use of laboratory facilities (Type-II)

For consultancy work involving use of Laboratory facilities, the norms for calculation of various percentages for distribution will be as follows:

Total money received from client = A

Service Tax = B

Total contracted amount C= A- B

Amount of CUSB overhead D = 0.5 X C

Total expenditure on the project = E

Remaining Amount F = C - D - E

Any laboratory equipment or service used in the consultation work shall be treated as expenditure E and the rate of all such items will be decided and published as a list. If any item is not included in the list DRC/CRC shall decide the charges for that item.

Amount F shall be distributed to Investigators, technical and other staff on the recommendation of the Investigator(s) / Head of the Department.

Note: Distribution of remuneration shall normally take place at the completion of the project. However, for large projects interim disbursements shall be allowed on recommendation of PI and approval of DRC/CRC. Distribution of remuneration among the partners of a project shall be the prerogative of the PI. If any consultation amount remains unclaimed after the employee ceases to work at the University the entire amount shall be treated as University overhead.

7.1.3 Distribution of the University Overhead(F)

The University overhead shall be utilized in fostering and nurturing excellence in research. The overhead amount received from projects will be kept in two funds, one for the entire University and the other for the concerned Department. The main purpose of the fund will be to renew and modernize the laboratory facilities. The equipment used frequently for testing purposes will be maintained from this fund. In addition, the fund shall be available to faculty members/Departments/Schools of the University for attending conferences, scientific meetings, national and international

visits, shortfall funding for equipment etc. as per priority at the discretion of the University. The Departmental fund shall be utilized as per the discretion of the Department. The distribution shall be

Type of Fund	Percentage
University Development Fund	80%
Department Development Fund	20%

8. Limitation of total Remuneration from Consultancy/Testing Works

The total annual gross remuneration to be received from consultancy projects including departmental consultancy and testing during a financial year by an individual will be limited to the gross salary (Basic+AGP+DA) drawn by the concerned person.

9. Budgetary Norms For Consultancy Projects

9.1 Total Charges

The total agreed charges of a consultancy project will consist of the actual expenses, CUSB share and the remuneration to be distributed to the faculty and staff. The actual expenses should cover the following costs related to the project:

- (i) Permanent equipment to be procured/fabrication of equipment or models
- (ii) Consumable materials.
- (iii) Travel expenses in connection with the project work.
- (iv) Computational or other charges the Investigator(s) may have to pay to CUSB or any other outside agency in the course of the execution of the work.
- (v) Charges to be paid for the use of specific equipment in the departments or central facilities.
- (vi) Contingency expenses to cover cost of supplies, preparation of report typing ,word processing, drawing, drafting, stationery, reproduction, literature (books, journals, membership fee for professional societies),postage, courier, FAX and telephone(including rental STD/ISD call bills of telephone at residence or mobile phones),cost of insurance of personnel/equipment being

used for the project and medical reimbursement on duty(excluding major ailments) for staff etc.

(vii) Expenses for work to be carried out on payment basis, remuneration to student assistants.

(viii) Any other costs considered appropriate.

9.2 While preparing proposal, provision of Service Tax, as applicable, shall be made over and above the total contracted amount.

9.2.1 The service tax will be applicable as per government rules.

9.2.2 The allocations made to the different heads of the approved project budget should be carefully kept in view by the Investigator(s)

9.2.3 The investigator(s) while seeking approval of expenditure from project funds should specifically mention the project budget head to which that expenditure will be debited.

9.2.4 The approval of the DRC/CRC to make any expenditure from the project funds assumes that funds are available in the project for the purpose. It shall be the responsibility of the Investigator(s) to ensure that the expenditure being made is within the approved limits and availability of funds in the project.

10. Budgetary Norms For Testing Jobs

CUSB may undertake testing at a standard fee where stipulated; otherwise the charges may be estimated by the faculty member/Head of the Department who will supervise the testing work. The testing report will be countersigned by the Head of the Department, if required by the client.